

NOTIFICATION OF AN “OFF LIST” PURCHASE OF A BASAL TEXTBOOK OR PROGRAM*

KRS 156.445(1) states that “No textbook or program shall be used in any public school in Kentucky as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission or unless a school and district has met the notification requirements under subsection (2) of this section . . .” which indicates that “a school council, or if none exist, the principal, may notify, through the superintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, . . . the subject specific criteria of the textbook reviewers . . . and complies with the required publisher specifications.

Hence, please complete the following information, attach the required documents, obtain the required signatures, and send the packet to the KDE instructional resources consultant at the address below. Upon the receipt of the packet, a confirmation will be sent to the local superintendent by the KDE instructional resources consultant. If additional information, documents, or signatures are needed before the “off list” notification can be filed with the State Textbook Commission, a memorandum will be sent to the local superintendent’s office specifying the missing item(s).

Title _____ Grade Level/Course _____

Vendor _____ Copyright/Edition _____

ISBN (International Standard Book No.) _____ Cost _____

Is this textbook or program an updated version of a title on a current state multiple list? _____

List school(s) that will include the title in the purchasing plan _____

The following attachments must be submitted with this page as the cover sheet:

- The state approved evaluation instrument for the appropriate content area, completed, signed, and dated. (Evaluation instruments are located in the appendices of the state multiple list for the appropriate content area. If you do not have a state list, contact your local district textbook coordinator.)
- A written rationale that states the need for this item and how it better meets the needs of students than items on the state multiple list.
- A letter from the vendor stating the cost of the item and the gratis items, if any, with purchase.
- For a textbook, a completed Form B provided by the vendor or a statement provided by the vendor indicating that the current “Manufacturing Standards and Specifications for Textbooks” as developed by the National Association of State Textbook Administrators (NASTA) are met.

School Council Chair or Principal _____ Date _____

Local Superintendent or Designee _____ Date _____

RETURN TO: Blenda Fields, Instructional Resources Consultant
Division of Curriculum Development, KDE
17th Floor, Capital Plaza Tower
500 Mero Street
Frankfort, Kentucky 40601

*Purchase of supplemental or reference materials does not require a notification.